

EXHIBIT J

PRE-ENTRY CHECKLIST

CSGPO-453/0042
Pg. 2

SOP NO TE-SOP-109
REV NO 3 DATE 10-10-96
CHG NO 29 DATE 02-23-00

APPENDIX A

DPE PRE-ENTRY MEETING CHECKLIST

THIS CHECKLIST MAY BE REPRODUCED FOR USE AND ATTACHED TO THIS PROCEDURE AS NECESSARY.
THE DSA TEAM LEADER OR DESIGNEE WILL CONDUCT AND REVIEW ALL THE FOLLOWING ITEMS AT THE PRE-ENTRY BRIEFING:

- 1 All personnel required to attend the meeting are present:
 - Plant Shift Manager or designee (Required).^{C3}
 - Operations Supervisor (Required).^{C8}
 - DPE Entrant Team (Required).
 - DSA Lead Operator and Support Personnel (Required).
 - Safety Representative (Required).
 - CON Operator (Required). Must hand carry and turn over CON DPE Entry Checklist at DPE Pre-Entry meeting.
 - Medical Clinic personnel (Required).^{C2}
 - Environmental Representative (Required).^{C8}
- 2 Verify that all entrants have completed the following training requirements:^{C8}
 - Initial Training Courses^{C8}
 - 90 Day and 6 Month Refresher Training to maintain Toxic Area Entry Certification^{C8}
 - Annual Refresher Training to maintain Toxic Area Entry Certification^{C8}
 - All entrants have read and signed TE-SOP-109, Airlock Procedures, TE-SOP-113, MDB Entries other than DPE, and any other procedure necessary to maintain their Toxic Area Entry Certification. The Operations Supervisor will provide positive verification of each entrants completion of procedural Read & Sign requirements. This may be a hard copy of the Document Status Report for each individual or the data displayed on a computer terminal.^{C18}
- 3 DPE wearers remove all jewelry. Would entrants like to wear an ice vest?
- 4 Review the following entry requirements and assignments:
 - Entry/work area conditions
 - Entry and exit routes
 - LSS manifold connecting station to be used and hose change requirements.
 - Remind the entrants of the requirement to verify the integrity of the cnmc between the LSS air hose and the fitting by performing a manual pull test before and after connecting to a manifold.^{C12}
 - Emergency exit routes and the location/relocation of emergency backups. If a relocation of backups is required, the DPE wearers will enter the toxic area and wait in view of CCTV camera while the backups relocate.
 - Remind Entrants to apply decon to the appropriate parts of the DPE ensemble before and after contact with liquid agent.^{C29}
 - Remind Entrants to decon possibly contaminated suits and gloves, prior to doing a LSS hose change using a decon bucket, decon drop station, or bleach spray bottles located at LSS change stations.^{C29}
 - Decon station/step pan locations and hose and hand decon requirements. Discuss the procedures for decontaminating of agent contaminated gloves, hoses, suits, and booties using the decon step pans. Explain the reason for decontaminating and removing booties before exiting the work area.
 - Key assignments
 - ACAMS number and locations
 - Location of bags in which to place booties
 - Time will be allowed for good house-keeping in the work area (straightening all hoses before leaving the work area, pickup tools, rags, bags, etc.)^{C10 C21}

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REV NO 3 DATE 10-10-96
CHG NO 30 DATE 03-16-00

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Explain control of entry:

- DSA is in charge of entry through "A" airlock during ingress and after return to "A" airlock during egress.
- CON is in charge after DPE wearers leave "A" airlock (into toxic area) until they return to "A" airlock.
- Discuss requirement to always inform CON/DPE operator of any valves or switches which are opened or closed during the entry. CON Operators are required to record any changes. Ensure that the valves or switches are repositioned upon completion of work.^{C10}

6

Review the requirement for procedure reader-checkers:

- DSA reader-checker while DPE wearers ingress and egress "A" airlock
- Control Room reader-checker after DPE wearers leave "A" airlock.^{C2}

WARNING^{C10}

ENTRANTS ARE ALWAYS IN CHARGE OF THEIR OWN SAFETY.

7

Ensure all material, reusable items and waste that are potentially exposed to liquid agent are thoroughly decontaminated prior to containerizing. Ensure adequate contact time between items & decon solution.^{C18}

8

Explain the abort criteria:

- Puncture, tear or cut on DPE suit, or tape on gloves or boots.
- Loss of communication. (Must have both wearers^{C13} in communication with CON and both^{C13} backups.)
- Blinking or loss of light in the respirator face mask.
- Ambient temperature in the room greater than 100°F for GB and 120°F for all others. Refer to Appendix D for Wear Time Restrictions.^{C27}

9

Abort the entry^{C23} if ACAMS readings ≥ 450 IDLH in work area.^{C17 C30}

10

Explain precautions that must be taken if job requires working in the prone position while in DPE suit. Use safety pad when possible.

11

Discuss contingency procedure for release of inner air connector and precautions while wearing the 20 mil DPE suit.

12

Discuss and resolve all two person rule concerns, such as line of sight and good communications^{C19}.

13

Follow all safety guidelines. If entering the ECR's:

- Set safety latches on both ECR doors.
- Check for rocket pieces, propellants or agent on floor and clean up residue before continuing entry.
- Decon route and area surrounding work station before starting assigned job.

APPENDIX A

DPE PRE-ENTRY MEETING CHECKLIST

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- 14 Entrants mask carrier must have name tag attached and must be given to backup personnel before starting to dress.
- 15 A rehydration period of 30 minutes is required following an entry. After released from medical, you are required to shower and change into clean cotton goods.
- 16 The following conditions will necessitate a "Potential Exposure Evaluation" by medical personnel at the clinic:^{C3}
- Exceeding the authorized agent level for PPE worn^{C3}
 - A breach in the protective ensemble in an area with agent levels greater than 50 TWA^{C3}
 - A loss of engineering controls in an area where agent levels exceed 50^{C10} TWA and individuals are not in a suitable level of PPE^{C3}
 - Unprotected exposure to suspect liquid which could be agent^{C3}
 - Any employee becoming ill while working in agent-related areas or in close proximity to those areas^{C3}
- 17 For MPB entries, REVIEW the following special safety and entry requirements:^{C11}
- (Control Room) VERIFY that PKPL-101, PKPL-102, or PKPL-103 are locked and tagged out when not in use.^{C11}
 - (Control Room) NOTIFY the DPE Entrants when any of the PKPLs are going to be started during the entry.^{C23}
 - (Control Room) VERIFY that the DPE Entrants have identified the SAFETY ZONE AREA.^{C11}
 - (DPE ENTRANTS) ACKNOWLEDGE using positive feed back to the Control Room that they understand which PKPLs are starting/operating and have identified the SAFETY ZONE AREA.^{C23}
 - (Control Room) VERIFY that when any PKPL is being operated that the DPE entrants are within one of the designated SAFETY ZONE AREAS.^{C11}
 - (DPE ENTRANTS) REMAIN in the work area until verbally released by the Control Room Operator.^{C23}
 - (DPE ENTRANTS) PULL the rope switch on the conveyors for their protection as needed when performing maintenance.^{C11}
 - (Control Room) MAINTAIN good verbal communication on the status of munitions being processed while entrants are in the MPB.^{C11}
 - (Control Room) NOTIFY entrants when munitions are ready for transfer through the work area.^{C11}
 - (Control Room) INSTRUCT the DPE entrants to RESET rope switches and L-O-R switches and move to one of the SAFETY ZONE AREAS prior to restarting affected operations or transferring munitions through the area.^{C11}
 - (Control Room) NOTIFY the DPE entrants when it is safe to resume testing.^{C11}
 - (Control Room) VERIFY that the rope switches and L-O-R switches are reset and indicated on the CON Screen prior to the DPE entrants leaving the MPB.^{C11}
- 18 If entrants must cross any conveyor, review the following special requirements:^{C23}
- Plant Shift Manager, Shift Safety Representative, and Entrants must APPROVE of conveyor crossing.^{C23}
 - The local E-Stop/Rope Switch for the conveyor being crossed and both upstream and downstream conveyors must be ACTIVATED before crossing.^{C23}